Adding Took Program Assessment
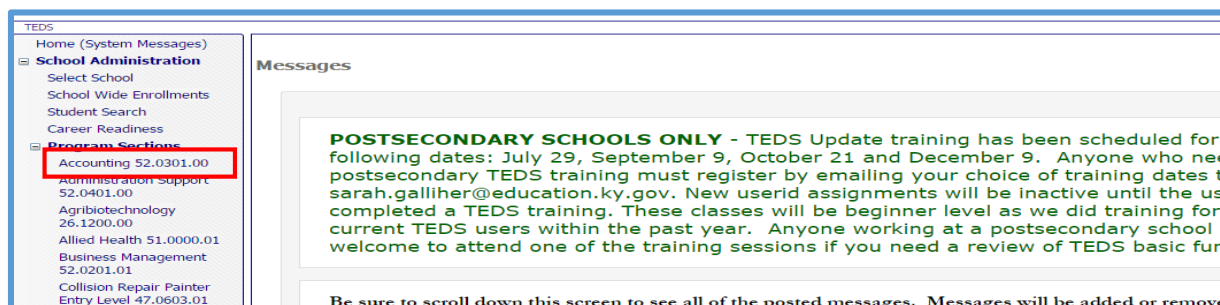
<div style="border:3px solid black; background:#f5a623; text-align:center">
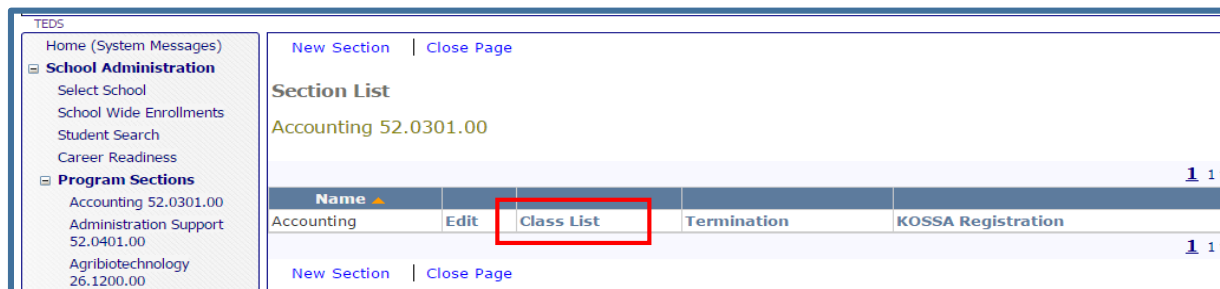
STOP!!!
THIS PROCESS SHOULD ONLY BE USED IF THE STUDENT
a. Has NEVER *taken* a KOSSA (pass or fail), **and**
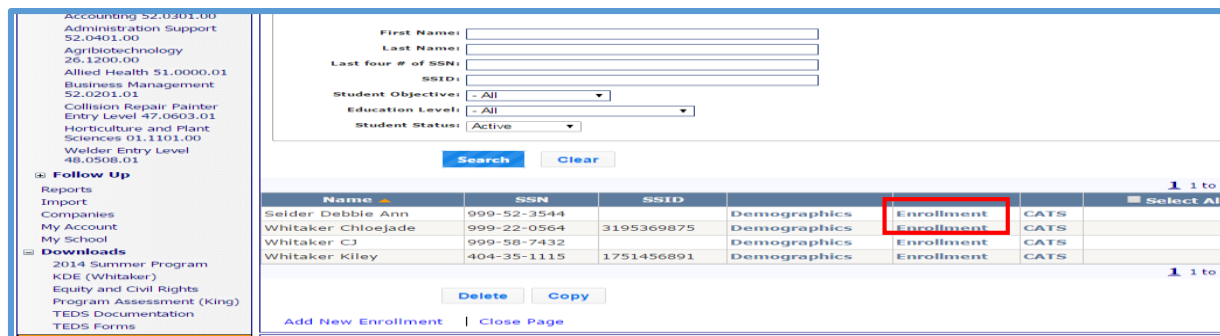b. Has taken but NOT PASSED any Industry Certification

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1. Open TEDS and click on the Program Section for which you want to add Federal Indicators

2. Click on the Class List link next to the name of the Program Section

3. Click on Enrollment next to the Student for which you are adding the Took Program Assessment identifier.

4. Check the box titled 'Took Program Assessment' to indicate that this is the enrollment for which the student failed an industry certification. **

5. Click the Save Button at the bottom and you are finished

** if the student passed the industry certification, this box does not need to be checked.